

Agenda Item Form

Agenda Date: 10/12/04

Districts Affected: N/A

Dept. Head/Contact Information: City Attorney, Lisa Elizondo, (915) 541-4225

Type of Agenda Item:

- | | | |
|---|--|--|
| <input type="checkbox"/> Resolution | <input checked="" type="checkbox"/> Staffing Table Changes | <input type="checkbox"/> Board Appointments |
| <input type="checkbox"/> Tax Installment Agreements | <input type="checkbox"/> Tax Refunds | <input type="checkbox"/> Donations |
| <input type="checkbox"/> RFP/ BID/ Best Value Procurement | <input type="checkbox"/> Budget Transfer | <input type="checkbox"/> Item Placed by Citizen |
| <input type="checkbox"/> Application for Facility Use | <input type="checkbox"/> Bldg. Permits/Inspection | <input type="checkbox"/> Introduction of Ordinance |
| <input type="checkbox"/> Interlocal Agreements | <input type="checkbox"/> Contract/Lease Agreement | <input type="checkbox"/> Grant Application |
| <input type="checkbox"/> Other _____ | | |

Funding Source:

- ☒ General Fund
☐ Grant (duration of funds: _____ Months)
☐ Other Source: _____

Legal:

- ☒ Legal Review Required Attorney Assigned (please scroll down): Lupe Cuellar ☒ Approved ☐ Denied

Timeline Priority: ☒ High ☐ Medium ☐ Low # of days: _____

Why is this item necessary:

Accounting Clerk has resigned and our current Personnel and Payroll Clerk has accepted a promotion in another department. We are requesting a staffing change to add a Personnel and Accounting Clerk position so that this new employee would handle both the personnel and accounting work for the department.

Explain Costs, including ongoing maintenance and operating expenditures, or Cost Savings:

Salary and benefits

Statutory or Citizen Concerns:

None anticipated

Departmental Concerns:

None anticipated

DATE: 10/04/04

CITY OF EL PASO
STAFFING TABLE CHANGE REQUEST

Date sent to City Council: _____

INITIALS

Date sent to Personnel: _____

DEPARTMENT NAME: City Attorney's Office	(1) HR DEPARTMENT ID 03	(2) ATTACHED DOCUMENTATION <input checked="" type="checkbox"/> Description of Duties <input type="checkbox"/> Organization Chart	REQUESTED EFFECTIVE DATE: 10/18/04
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A=add

D=delete

*R/T/C = Regular, Temporary, Contract

*-Position Type *L/U = Classified, Unclassified


A/D	# OF POS	Max Head Count	Business Unit	ACCOUNT DESCRIPTION and ACCOUNT CODE Fin. Dept. ID-Fund-Fin. Loc. Proj. or Grnt. (00000000-00000-00000PorG0000)	Position Number(s)	JOB CODE	JOB CLASS TITLE	PLAN GRADE	R/T/C	L/U
D	1	1	COFEP	Legal Administrative Support Staff 03010021-01101-03000	00008858	160500	Personnel and Payroll Clerk	GS17	R	L
D	1	1	COFEP	Legal Administrative Support Staff 03010021-01101-03000	00000533	112200	Accounting Clerk	GS16	R	L
A	1		COFEP	Legal Admin. Support Staff 03010021-01101-03000		160100	Personnel & Acct Clerk	GS15	R	L
			COFEP							
			COFEP							
			COFEP							
			COFEP							
			COFEP							

(8) Purpose: ☐ Streamline ☐ Expanded Program ☐ New Program ☐ New Facility ☒ Other (Explain)


(9) STATEMENT OF NEED / CONSEQUENCES OF NOT APPROVING ACTION(S): Our Accounting Clerk has resigned and our curen Personnel and Payroll Clerk has accepted a promotion in another department. We are requesting a staffing change to add a Personnel and Accounting Clerk position so that this new employee would handle both the personnel and accounting work for the department.

ANTICIPATED IMPACT ON:

(10) DEPARTMENT ORGANIZATION/OPERATIONS	(11) DEPARTMENT BUDGET
	The annual budgeted amount for the Accounting Clerk and Personnel & Payroll Clerk positions equal \$51,286.79. Deleting these positions and adding the position of Personnel & Accounting Clerk would save \$21,548.73 - \$29,075.79

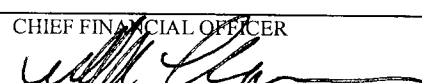
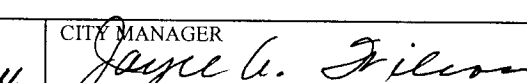
(12) DEPARTMENT HEAD SIGNATURE: 	DATE: 10/6/04	BUDGET CHANGE <input type="checkbox"/> Required <input type="checkbox"/> Attached	AMOUNT ADDITIONAL FUNDS
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PERSONNEL DEPARTMENT RECOMMENDATION

<input type="checkbox"/> Requested CC and CG is Appropriate <input type="checkbox"/> Change Class To <input type="checkbox"/> Change Grade To	COMMENTS	HUMAN RESOURCES DIRECTOR 	DATE 10-7-04
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O.M.B RECOMMENDATION / CITY MANAGER APPROVAL

COMMENTS: OK! David Ahnate 10-7-04

RECOMMENDATION <input type="checkbox"/> Position(s) Recommended <input type="checkbox"/> Position(s) Not Recommended	CHIEF FINANCIAL OFFICER 	CITY MANAGER 10/6/04 
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APPROVED: _____

DATE